

**Approved Dec. 19, 2017**

**Town Meeting Coordinating Committee  
Minutes for October 10, 2017, 3:30 – 5:30 PM  
Bangs Center, Glass Room**

**Present:** Peggy Roberts, Alan Powell, Mary Streeter, Chris Riddle, Patricia Holland, Jacqueline Maidana

**Absent:** Barbara Ford, Patricia Holland arrived an hour late

Peggy Roberts called the meeting to order at 3:38 PM.

1. **Public Comment:** None.
2. **TMCC/LWV Warrant Review:** We discussed the schedule and structure of the Warrant Review.
3. **Zoning Forum:** We discussed the scheduling of a Zoning Forum and decided by consensus to add half an hour Q&A on to the Warrant Review for planning articles instead of having a separate zoning forum.
4. **Proposed Town Meeting Advisory Committee:** We discussed the draft proposal for the new committee and suggested changes for John Hornik.
5. **Preparation for Town Meeting Members and the Public for Fall Special Town Meeting:** We discussed the selection and content of the enclosures in the TM packet.
6. **Explain to Town Meeting Members and the Public Differences of the Three Ways for Email Contact:** We discussed the descriptions of the three ways of communicating by email about Town Meeting issues.
7. **Topics Not Anticipated 48 Hours Before Meeting:** Jacqueline suggested we use the last names of our committee members in the minutes rather than first names. She thought that would be more professional. We decided to continue as is given the full names are listed at the start of the minutes.
8. **Approval of Minutes:** We approved the minutes of Sept. 22, 2017.
9. **Scheduling of TMCC Events and Meetings:** The next meeting will be on Oct. 25th from 3:30-5:30 PM.

The meeting adjourned at 5:30 PM.

Minutes submitted by Patricia Holland, Clerk, assisted by Alan Powell.

**Documents Distributed:**

Agenda

Draft of TMCC/LWV Warrant Review Agenda and Schedule

Flyer, Preparing for Fall Special Town Meeting

Flyer, TMCC Info

Flyer, How to Bring a Citizen Petition Article to Town Meeting